



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL
BENEFITS

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	09 OCTOBER 2019
DATE OF ISSUANCE	:	10 SEPTEMBER 2019
FUNCTIONAL TITLE	:	PROPERTY DISPOSAL ASSISTANT
LEVEL	:	GL-5
SECTION	:	CENTRALIZED WAREHOUSING SECTION
LOCATION	:	MOGADISHU
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UN SOS/CWS/031/2019

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

Organizational setting and reporting relationships:

This position is located in the field mission of the United Nations Support Office in Somalia (UN SOS). The Property Disposal Assistant duty station is in Mogadishu, Somalia as the Centralized Warehousing Section (CWS), and report directly to the Head of Property Disposal Unit.

Responsibilities:

Within the delegated authority of the Chief, Warehouse & Distribution Section (WDS) and under the direct supervision of the Head of Property Disposal Unit, the incumbent shall carry out the following functions

- Assist in organizing and planning the disposal of all Written-Off Materials: Fixed Assets, Equipment, Expendables/Consumables and Waste Materials;
- Participate in the Board of Survey Team for inspection property proposed for write off; physical and document verification written off equipment e.g. further storage and such segregation-per disposal methods;
- Update inventory management system after receipt of materials proposed for write off (for example creating lots;)
- Update the UMOJA Write off & Disposal Module with documentation to reflect property removal from active inventory.
- Create Standard Orders for sold or donated materials or properties.

- Assist in organizing the bidding process with creation of lots approved for commercial sale, and ensure that all UN marks on equipment are removed before materials are released/disposed to the third party.
- Ensure all disposal procedures for United Nations equipment is correctly applied in accordance to UN rules and regulations.
- Ensure that the warehouse, the disposal yard and the HAZMAT shed of PDU are neat, tidy and that effective space management is practiced.
- Managing warehouse and disposal yard and assist in the implementation of supply chain management (used products collected back by the end users such as used oils, toner cartridges etc.) needs to be coordinated with the Technical Unit.
- Any other duties as requested by the supervisor.

Competencies:

- **Professionalism:** Knowledge of logistics operations and practices. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Qualifications and Experience:

Education: High School diploma or equivalent is required. Training in logistics, supply chain management, inventory, asset management or other relevant field is desirable; University degree related to the advertised function is an advantage. Knowledge on the SAP is an advantage.

Experience: A minimum of Five (5) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, or other related fields.

Language: Excellent written and oral command of English is required. Knowledge of another official United Nations language is an advantage.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **09 October 2019** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).